

USEFUL CONTACT INFORMATION

Customer Service Call Center **408-535-3500**
Email: webmaster@sanjoseca.gov

Office of the City Clerk **408-535-1252**
Fax: 408-292-6207
Email: cityclerk@sanjoseca.gov

Office of the City Manager **408-535-8100**
Fax: 408-920-7007
Email: webmaster.manager@sanjoseca.gov

Office of the Mayor **408-535-4800**
Fax: 408-292-6422
Email: mayoremail@sanjoseca.gov

Offices of the City Council **408-535-4900**
Fax: 408-292-6423
Email: [District\(insert District #\)@sanjoseca.gov](mailto:District(insert District #)@sanjoseca.gov)



10th Largest U.S. City

Office of the City Manager
200 East Santa Clara Street, San José, CA 95113

Customer Service Call Center
(408) 535-3500
www.sanjoseca.gov

city of san josé

GUIDE TO COUNCIL MEETINGS

SAN JOSE CITY GOVERNANCE

The City of San José operates under the Council/Manager form of government. The City Council, as the legislative body, is empowered by the City Charter to formulate citywide policy that provides overall direction to City administration.

Ten Councilmembers are elected by district by city voters to serve four-year terms. The City Charter limits Councilmembers to serving two, consecutive terms.

Voters throughout the City of San José elect the Mayor. The Mayor represents all the people of San José and also has a seat on the City Council. The City Charter limits the Mayor to serve two, four-year terms.

The City Manager is responsible for day-to-day administrative duties and implementation of Council policies. The City Attorney advises and represents the City and Council in all legal matters. The City Clerk prepares and maintains the City Council agenda and minutes. The City Clerk is also responsible for the retention and retrieval of official records.

The San José Redevelopment Agency oversees redevelopment activities in the City of San José. The Redevelopment Agency is a separate body whose policy board is comprised of all City Councilmembers sitting as the Agency Board with the Mayor serving as chairperson.

COUNCIL MEETINGS

City Council Meetings are held every Tuesday beginning at 1:30 p.m., and on the first and third Tuesdays beginning at 7 p.m. Most land use items are considered during evening sessions. With a few exceptions specified by state law, all City Council meetings are open to the public. Council meetings are televised live on CivicCenter TV (Cable Channel 26) and are replayed on Thursdays at 7 p.m. and Saturdays at 10 a.m. Meetings are also webcast live and archived for review on the City's website. Go to www.sanjoseca.gov and click on "Meeting Broadcasts" in the "Media" box on the right side for an archive of all Council and Committee meetings back to August of 2005. Meetings are searchable by keyword and include all agendas and reports for review and download.

The **Consent Calendar** section of the agenda is comprised of items that require routine approval by the Council and only one motion is needed for the adoption of all items listed on that portion of the agenda. Any Councilmember, staff or member of the public can request that specific items be removed from the Consent Calendar for separate discussion and action.

Land Use/Public Hearings are a major portion of evening Council meetings and are generally devoted to review of planning issues such as the General Plan, zoning changes, special development permits, and land-use permits.

Items to be Continued/Deferred are agenda items where the Council has received a request for continuation of the discussion to a future meeting.

Items that are Dropped from the agenda are no longer going to be considered or acted upon by the City Council at that meeting.

Motions are the least formal of Council actions and can be adopted to establish Council policy and procedures. It is the most common Council action for dealing with an agenda item.

Resolutions are formalized Council actions and are filed by number in the Office of the City Clerk. Resolutions generally become effective immediately upon adoption.

Ordinances are Council actions that adopt laws, authorize expenditures or determine land use. With the exception of emergency ordinances and tax/appropriation ordinances, all ordinances must have two "readings" at two separate Council meetings. Those ordinances do not become effective until 30 days after Council adoption at the second meeting. Ordinances are subject to voter referendum.

A **quorum** of six Councilmembers is needed to convene a meeting for formal action on agenda items. Six votes of the City Council are needed to approve most motions.

Study Sessions are public meetings to provide Council with an opportunity to review a special issue or project in depth. Generally no formal actions or decisions are made at this time.

Closed Sessions are meetings where the Council addresses specific personnel matters, real estate negotiations, or litigation. For reasons of confidentiality specified by state law, a closed session is the only Council meeting not open to the public.

Parking validation for the City Hall Parking Garage for those attending Council meetings is available in the Council Chambers.

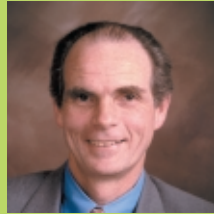
COUNCIL CHAMBERS SEATING POSITION (left to right)



Madison P. Nguyen
District 7



Linda J. LeZotte
District 1



Chuck Reed
District 4



Ken Yeager
District 6



Cindy Chavez
District 3



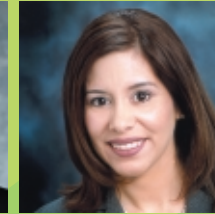
Rick Doyle
City Attorney



Ron Gonzales
Mayor



Les White
City Manager



Nora Campos
District 5



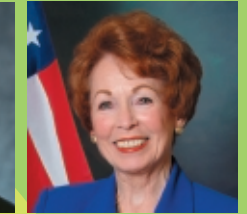
Forrest Williams
District 2



Judy Chirco
District 9



David D. Cortese
District 8



Nancy Pyle
District 10

COUNCIL AGENDA

The City Council agenda is the official order of business for Council meetings and includes current legislative and policy issues that must be approved by the full Council. By law, the Council cannot take action on items or issues that are not listed on the agenda. The agenda can be viewed at least 72 hours prior to any regular Council meeting in two locations: the Office of the City Clerk located on the second floor of the Wing, and from outside the Rotunda on Santa Clara Street near 5th Street.

Before Council meetings, copies of agendas and reports are available in the Office of the City Clerk and on the City of San José's website at www.sanjoseca.gov/clerk/agenda. During meetings, copies are located on the second floor just outside the elevators near the entrance to the Council Chambers and by the first floor entrance on the right-hand side.



ADDRESSING THE COUNCIL

The public has the opportunity to speak on all items listed on the agenda prior to the Council taking action. To ensure that meetings run efficiently, speakers should fill out a yellow speaker's card and submit it to the City Clerk before the Mayor opens the public hearing on an agenda item. Once the Mayor has opened an agenda item for discussion, the Mayor will invite those who have filled out a card to come forward to speak. People whose names are called should approach the front podium, state their name, and direct their questions or comments to the Mayor. Each speaker is generally given two minutes to speak. The amount of time given to speakers may vary at the Mayor's discretion, depending on the length of the agenda and the number of speakers.

During the Open Forum section of the agenda, members of the public may address the Council on issues or concerns not included on the meeting agenda. The City Council cannot take any action on items presented during the Open Forum because state law requires prior notice on the formal agenda.

To arrange an accommodation under the Americans with Disabilities Act to participate in a City Council meeting, please call 408-535-1260 or 408-999-0447 (TTY) at least two business days before the meeting.

BOARDS AND COMMISSIONS

Boards and Commissions advise the City Council on a wide range of policy issues. The Council appoints board and commission members, who serve as volunteers. All meetings are open to the public, and meeting agendas are posted outside the Rotunda on Santa Clara Street near 5th Street at least 72 hours prior to any regularly scheduled meeting.

Recruitment for applicants is an ongoing process, and service on a board or a commission is an excellent method to learn about the City and contribute to the community. For more information on eligibility, schedules and requirements, contact the Office of the City Clerk or visit the website: www.sanjoseca.gov/clerk.

CITY SERVICE AREAS

The City Council Agenda is arranged to correspond with San José's City Service Areas (CSA). A CSA represents the policy making level for strategic planning, policy setting, and investment decisions in the critical functions the City provides to the community.

San José's City Service Areas are:

Community and Economic Development manages the growth and change of the City of San José in order to encourage a strong economy, ensure a diverse range of arts, cultural and entertainment offerings, and create and preserve healthy neighborhoods.

Environmental and Utility Services provides environmental leadership through policy development, program design and reliable utility services.

Public Safety provides prevention and emergency response services for crime, fire, medical, hazardous and disaster related situations.

Neighborhood Services serves, fosters, and strengthens community by providing access to lifelong learning, opportunities to enjoy life, ensuring a diverse range of housing opportunities and preserving healthy neighborhoods.

Transportation and Aviation establishes City transportation policy and implements that policy by planning, building, operating, and maintaining needed transportation systems.

Strategic Support effectively develops, manages and safeguards the City's fiscal, physical, technological and human resources to enable and enhance the delivery of City services and projects.

ELECTED OFFICIALS

Mayor	Term Expires
Ron Gonzales.....	12/31/06

District/Council Members

1. Linda J. LeZotte	12/31/06
2. Forrest Williams	12/31/08
3. Cindy Chavez	12/31/06
4. Chuck Reed	12/31/08
5. Nora Campos	12/31/06
6. Ken Yeager	12/31/08
7. Madison P. Nguyen	12/31/06
8. David D. Cortese	12/31/08
9. Judy Chirco	12/31/06
10. Nancy Pyle	12/31/08

